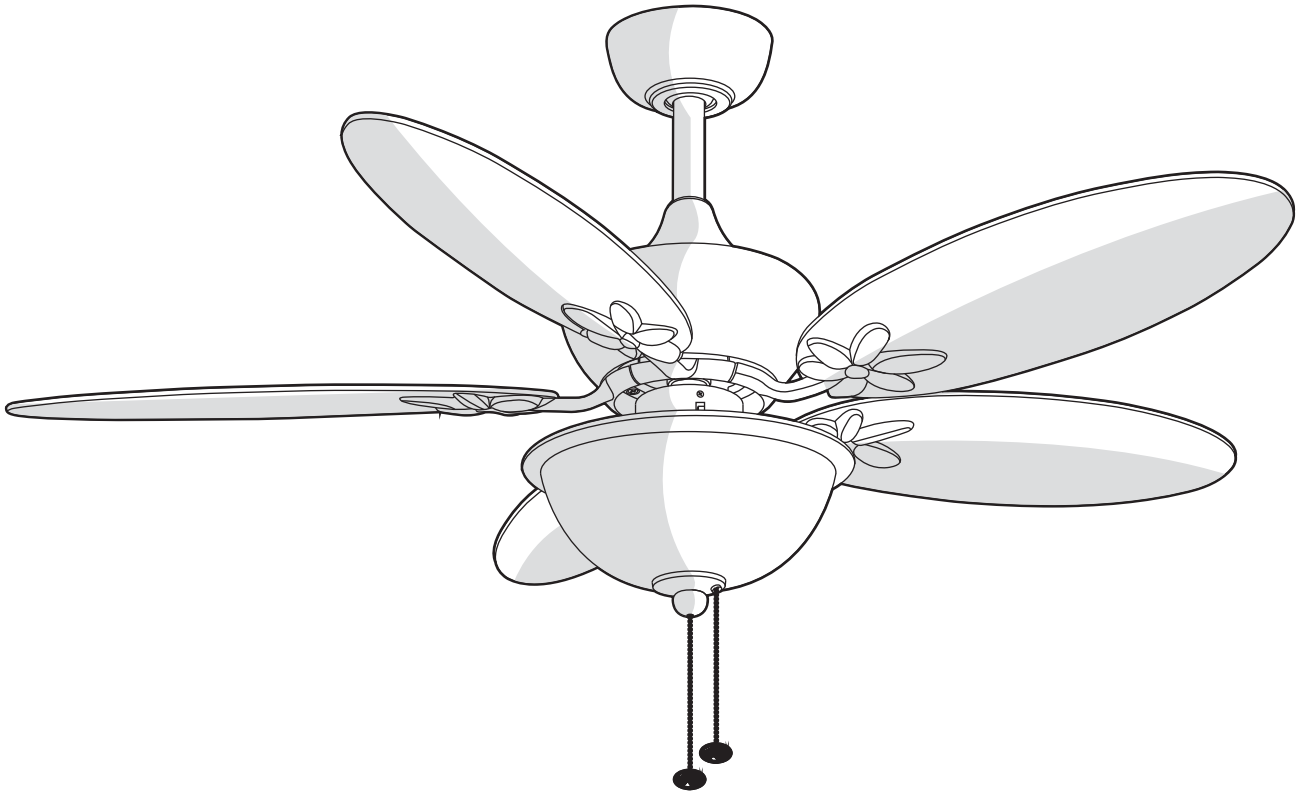
Item #593-548
Model #AC324A-WH

USE AND CARE GUIDE

HARPER II 44 INCH CEILING FAN



Questions, problems, missing parts? Before returning to the store,
call Hampton Bay Customer Service
8 a.m. - 6 p.m., EST, Monday-Friday

1-877-527-0313

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THANK YOU

We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this ceiling fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Hampton Bay!

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Safety Information

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code “ANSI/NFPA 70-1999” and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs. Use only UL-listed outlet boxes marked “FOR FAN SUPPORT.”
4. The fan must be mounted with a minimum of 7 ft. clearance from the trailing edge of the blades to the floor.
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
8. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.

WARNING: To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.

WARNING: To reduce the risk of personal injury, do not bend the blade arms (also referred to as flanges), when installing the brackets, balancing the blades or cleaning the fan.

WARNING: Do not insert foreign objects between rotating fan blades.

WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.

CAUTION: To reduce the risk of personal injury, use only the screws provided with the outlet box.

NOTICE: The fan includes a 190W limiter to comply with the department of energy 2009 regulation. Lamping this product over 190W will cause this fan to not light. Please use bulbs with a total wattage under the 190W regulation.

Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. We also warrant that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident, misuse, improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. We hereby disclaim any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

Contact the Customer Service Team at 1-877-527-0313 or visit www.hamptonbay.com.

Pre-Installation

SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
44 in.	Low	120	0.16	8.08	64	1139.7	7.88 kgs (17.34 lbs)	8.96 kgs (19.71 lbs)	1.81 ft.
	Medium		0.26	20.9	116	2224			
	High		0.39	46.55	176	3494.7			

NOTE: These are approximate measures. They do not include amps and wattage used by the light kit.

UL LISTED

TOOLS REQUIRED

Phillips screwdriver

Flat blade screwdriver

Step ladder

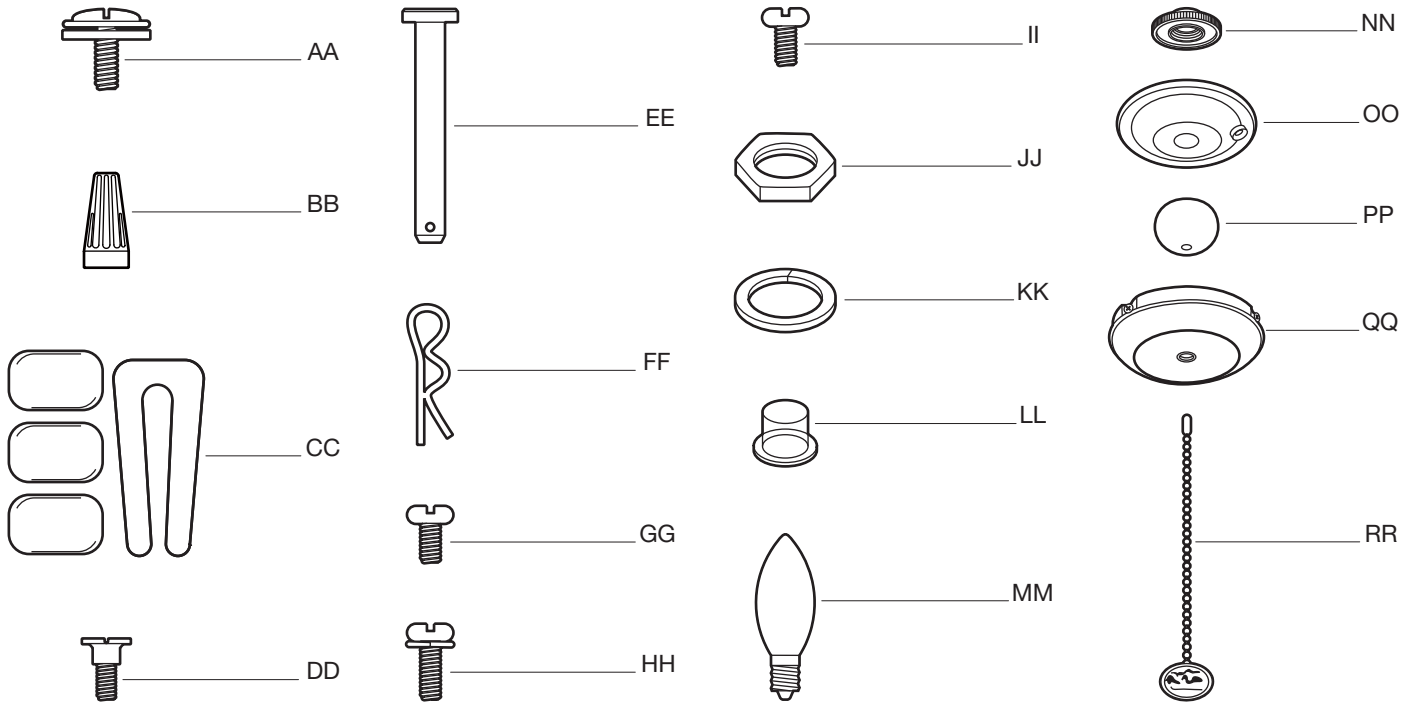
Wire stripper

Electrical Tape

Pre-Installation (continued)

HARDWARE INCLUDED

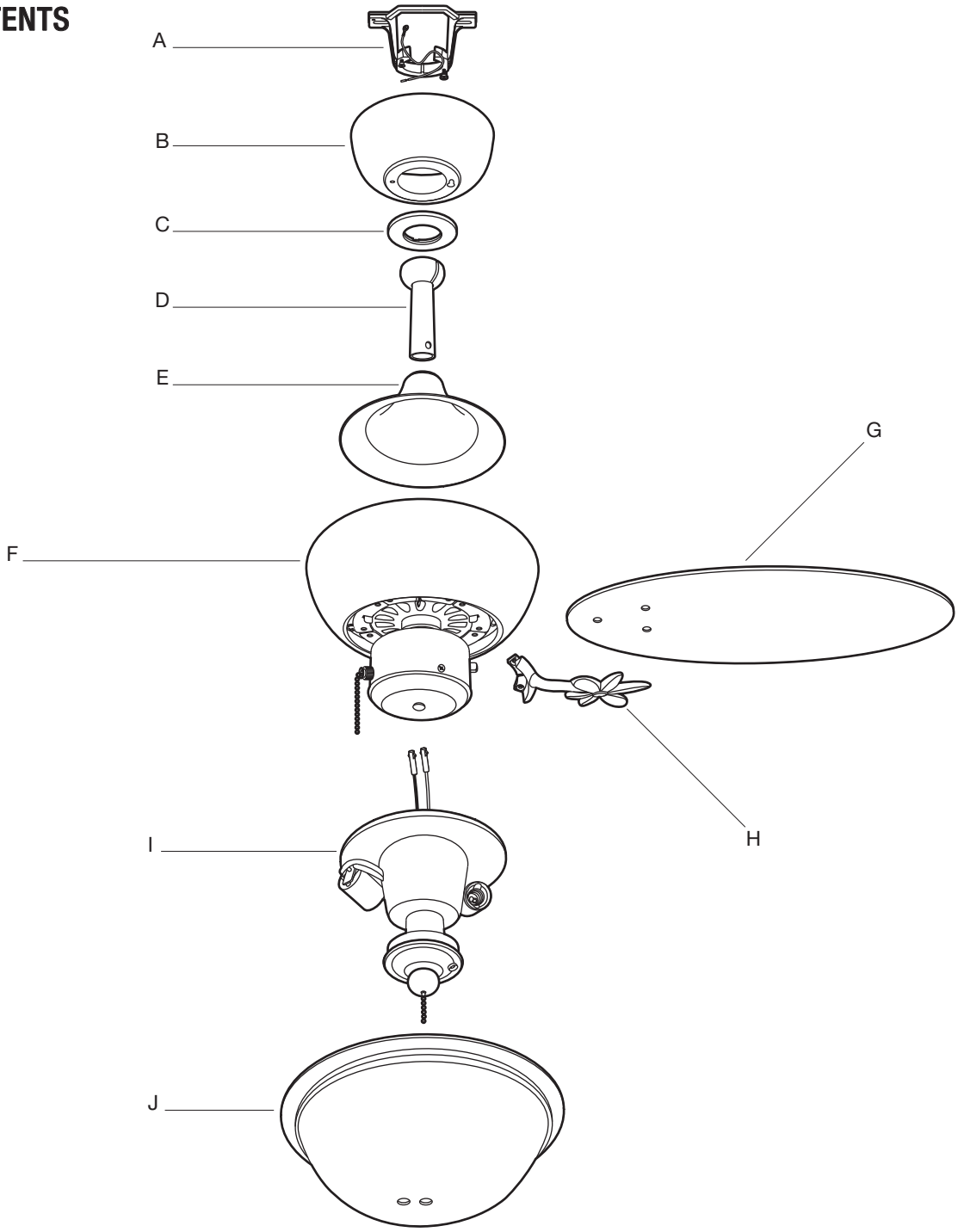
NOTE: Hardware shown to actual size unless noted otherwise in the table below.



Part	Description	Quantity
AA	Blade attachment screw and fiber washer	16
BB	Plastic wire nut	3
CC	Balance kit (not to scale)	1
DD	Mounting bracket screw (preassembled)	2
EE	Clevis pin (preassembled)	1
FF	Cotter pin (preassembled)	1
GG	Collar setscrew (preassembled)	2
HH	Blade arm screw and lock washer (preassembled)	10
II	Light kit mounting screw (preassembled)	3
JJ	Nut (preassembled)	1
KK	Lock washer (preassembled)	1
LL	Plastic plug (preassembled)	1
MM	60 watt candelabra bulb (not to scale)	2
NN	Metal nut (preassembled)	1
OO	Glass cap (preassembled)	1
PP	Decorative nut (preassembled)	1
QQ	Switch housing cover (preassembled)	1
RR	Pull chain and fob (not to scale)	2

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy	1
C	Canopy bottom cover (preassembled)	1
D	Hanger ball/downrod assembly	1
E	Coupling cover	1

Part	Description	Quantity
F	Fan motor assembly	5
G	Blade	5
H	Blade arm	1
I	Light kit	1
J	Glass shade	1

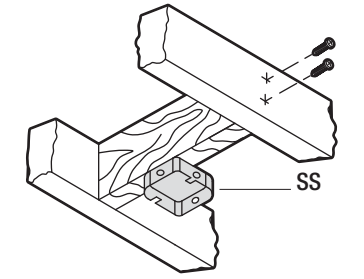
MOUNTING OPTIONS

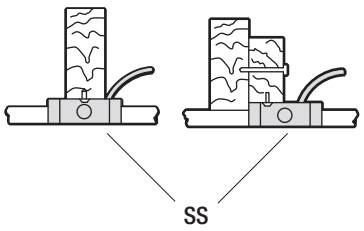
WARNING: To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support using the screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If in doubt, consult a qualified electrician.

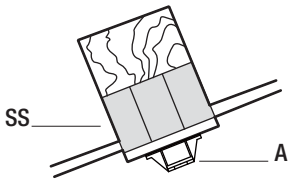
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- □ Disconnect the power by removing the fuses or turning off the circuit breakers.
- □ Secure the outlet box (SS) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

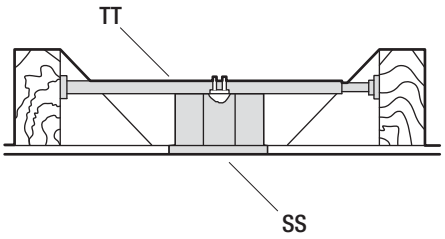
The illustrations below show three different ways to mount the outlet box (SS) (not included).







NOTE: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 18° away from horizontal. If the canopy touches the downrod, then remove the decorative canopy bottom cover (C) and turn the canopy (B) 180° before attaching the canopy (B) to the mounting bracket (A).

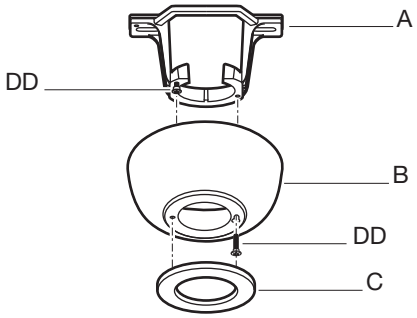


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (TT) (not included) as shown above.

Assembly

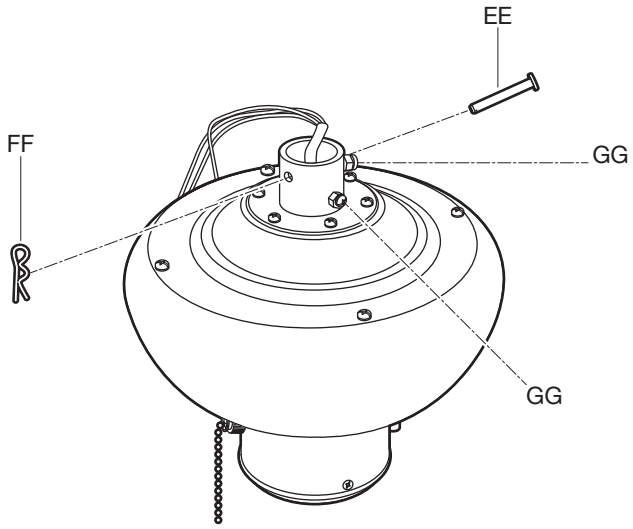
1 Preparing the canopy

- □ Remove the canopy bottom cover (C) from the canopy (B) by turning the canopy bottom cover (C) counter-clockwise.
- □ Remove the mounting bracket (A) from the canopy (B) by removing the non-slotted mounting bracket screw (DD) from the bottom of the canopy (B) and loosening the slotted mounting bracket screw (DD) a half turn from the screw head. Next, turn the canopy (B) counterclockwise to remove the mounting bracket (A) from the canopy (B).



2 Preparing the motor

- □ Remove the clevis pin (EE) and cotter pin (FF), and loosen the two collar setscrews (GG) from the motor collar.

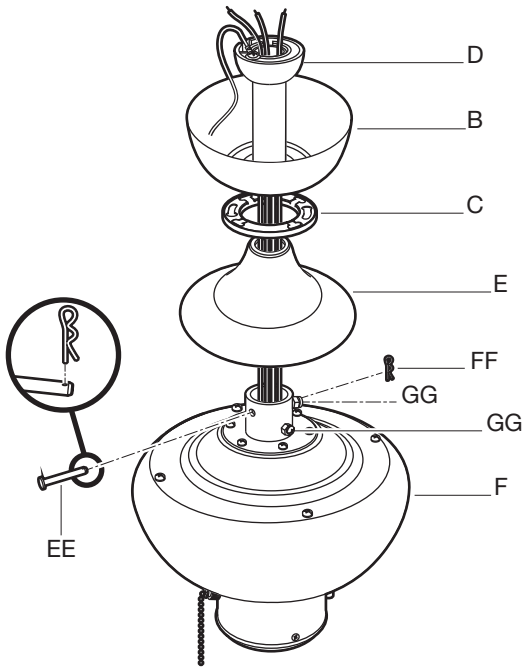


3 Assembling the fan

WARNING: Failure to properly install the cotter pin (FF) could result in the fan loosening and possibly falling.

NOTE: If a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin. Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation.

- □ Route the wires exiting from the top of the fan motor assembly (F) through the coupling cover (E) and the canopy bottom cover (C). Ensure the slot openings are on top.
- □ Route the wires through the canopy (B) and then through the hanger ball/downrod assembly (D).
- □ Align the holes at the bottom of the hanger ball/downrod assembly (D) with the holes in the collar on top of the fan motor assembly (F).
- □ Carefully insert the clevis pin (EE) through the holes in the collar and the hanger ball/downrod assembly (D). Be careful not to jam the clevis pin (EE) against the wiring inside the hanger ball/downrod assembly (D).
- □ Insert the cotter pin (FF) through the hole near the end of the clevis pin (EE) until it snaps into the locked position.
- □ Tighten the two collar setscrews (GG) on top of the fan motor assembly (F) firmly.

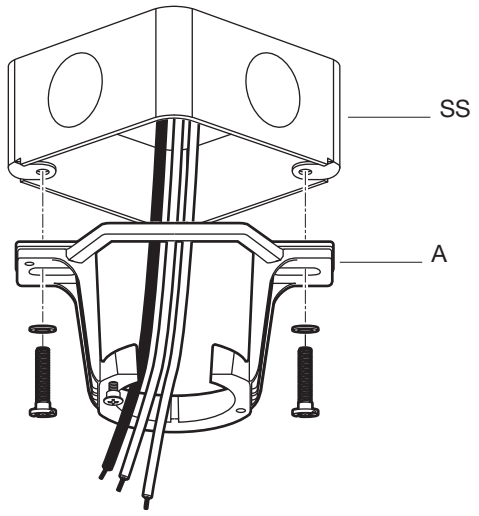


Assembly — Hanging the Fan

4 Installing the mounting bracket to the electrical box

WARNING: To reduce the risk of fire, electric shock or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

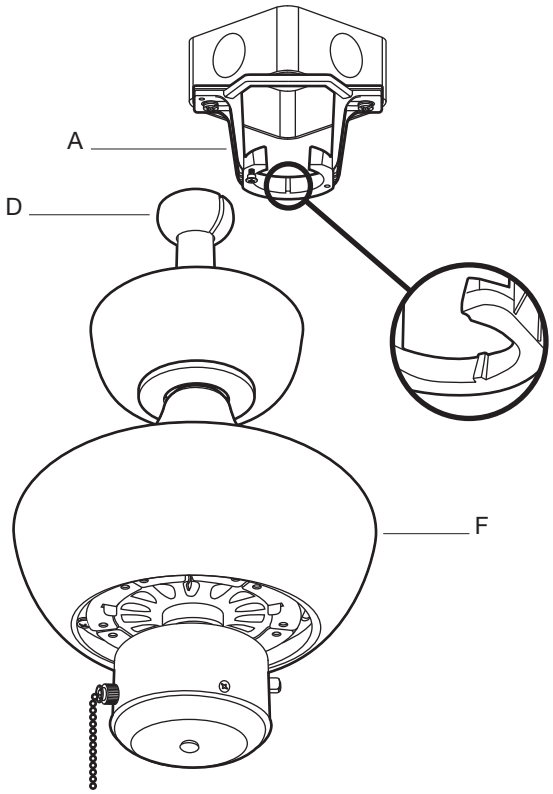
- □ Pass the 120-volt supply wires through the center hole in the mounting bracket (A).
- □ Install the mounting bracket (A) to the outlet box (SS) with the screws and washers provided with the outlet box (SS).
- □ Securely tighten the two mounting screws.



5 Hanging the fan to the mounting bracket

WARNING: The tab in the ring must rest in the groove of the hanger ball/downrod assembly (D). Failure to properly seat the tab in the groove could cause damage to the wiring.

- □ Carefully lift the fan motor assembly (F) up to the mounting bracket (A) and seat the hanger ball/downrod assembly (D) in the mounting bracket (A) socket. Make sure the tab on the mounting bracket (A) socket is properly seated in the groove in the hanger ball/downrod assembly (D). This will help to balance the ceiling fan.



6 Making the electrical connections

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

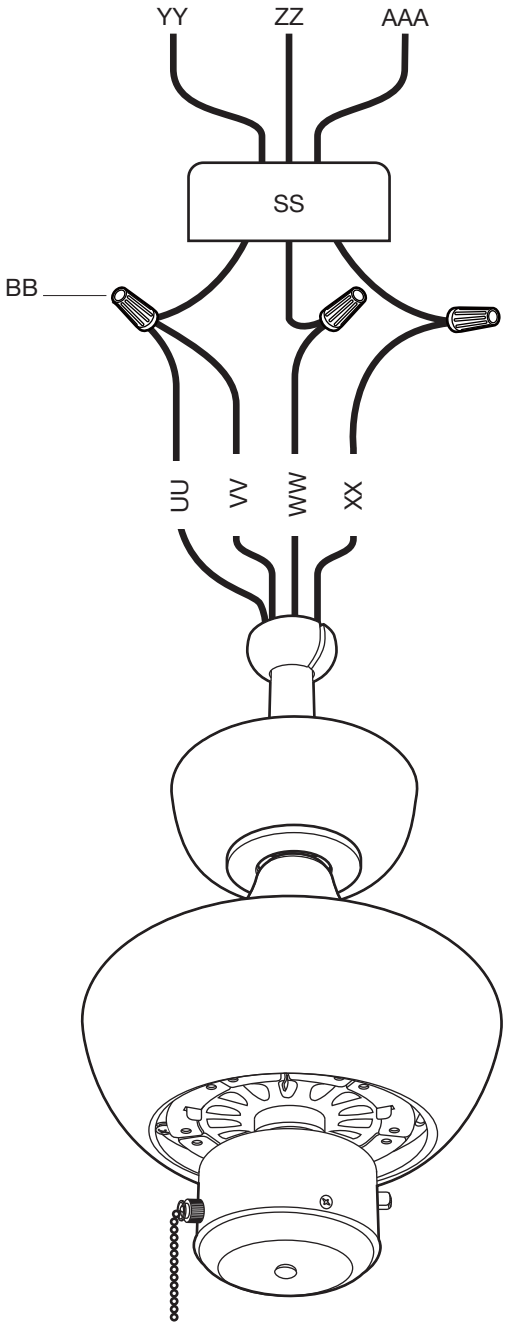
WARNING: Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire nuts (except for the ground wire).

WARNING: To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

Follow the steps below to connect the fan to your household wiring. Use the plastic wire nuts (BB) with your fan. Secure the wire nuts with electrical tape. Make sure there are no loose strands or connections.

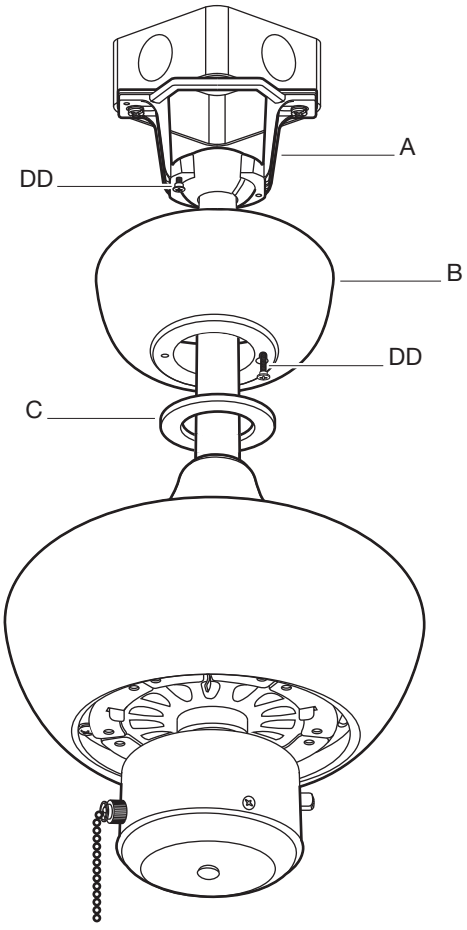
- □ Connect the ground conductor (AAA) of the 120V supply (this may be a bare wire or a wire with green colored insulation) to the green ground lead(s) (XX) of the fan using a plastic wire nut (BB).
- □ Connect the fan motor white wire (WW) to the supply white (neutral) wire (ZZ) using a plastic wire nut (BB).
- □ Connect the fan motor black wire (VV) and the blue wire (UU) to the supply black (hot) wire (YY) using a plastic wire nut (BB).
- □ Turn the wire nut connections upward, spreading them apart so the green (ground) will be on one side of the outlet box (SS) and the white (WW), black (VV) and blue (UU) wires will be on the other side, and push carefully up into the outlet box (SS).



7 Installing the canopy

WARNING: Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball (D) before attaching the canopy (B) to the mounting bracket (A) by turning the canopy housing until it drops into place.

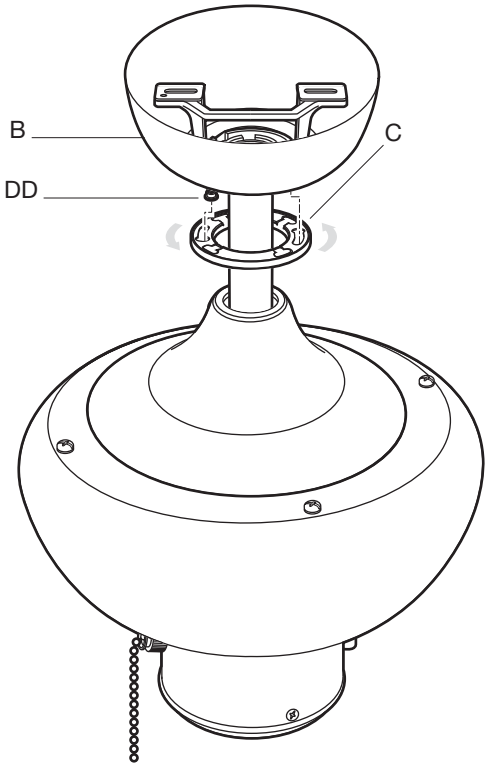
- □ Tuck the connections neatly into the ceiling outlet box.
- □ Slide the canopy (B) up to the mounting bracket (A) and place the key hole on the canopy (B) over the loose mounting bracket screw (DD) on the mounting bracket (A). Turn the canopy (B) clockwise until the canopy (B) locks in place at the narrow section of the key holes.
- □ Align the circular hole on the canopy (B) with the remaining hole on the mounting bracket (A). Secure the mounting bracket screw (DD) previously removed in the hole and tighten the two mounting bracket screws (DD).



8 Attaching the canopy bottom cover

- □ Attach the canopy bottom cover (C) to the canopy mounting bracket screw (DD) heads on the bottom of the canopy (B) by inserting the screw heads into the key slots in the canopy bottom cover (C) and rotating the canopy bottom cover (C) clockwise.

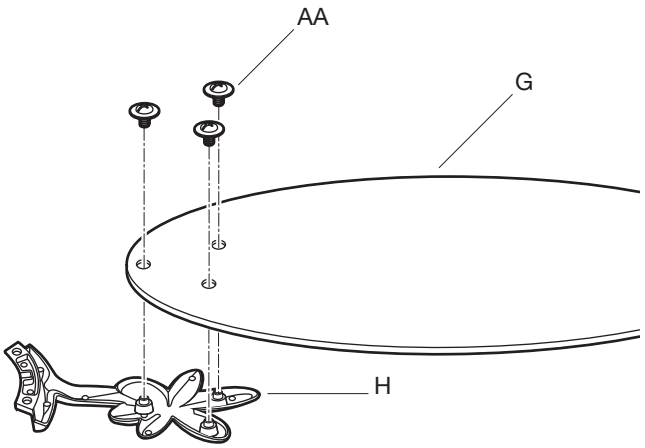
NOTE: Adjust the mounting bracket screws (DD) as necessary until the canopy (B) and canopy bottom cover (C) are snug.



Assembly — Attaching the Fan Blades

9 Attaching the blades to the blade arms

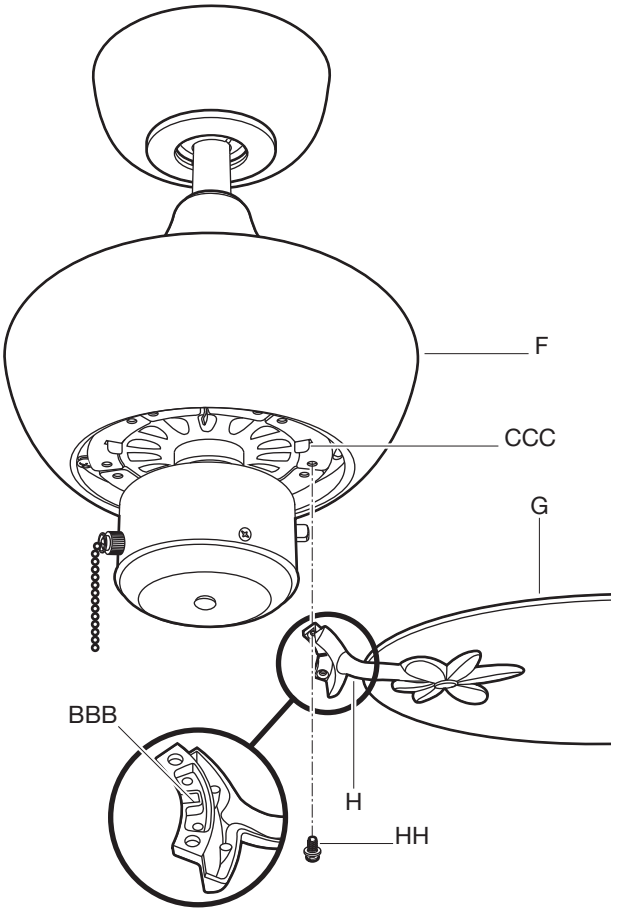
- □ Attach the blades (G) to the blade arms (H) using the three blade attachment screws and fiber washers (AA). Start a screw with fiber washer (AA) into the blade arm (H), but do not tighten.
- □ Repeat for the two remaining blade attachment screws and fiber washers (AA).
- □ Tighten each screw securely starting with the center screw. Make sure the blade (G) is straight.
- □ Repeat these steps for the remaining blades.



10 Fastening the blade assemblies to the motor

WARNING: To reduce the risk of personal injury, do not bend the blade arms (H) while installing, balancing the blades (G), or cleaning the fan. Do not insert foreign objects between rotating fan blades (G).

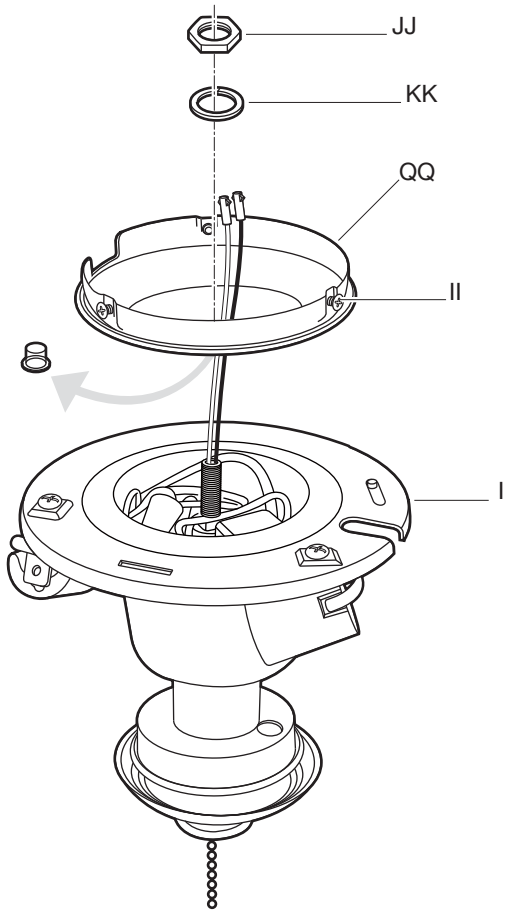
- □ Fasten the blade assemblies to the fan motor assembly (F) by lining up the slots of the blade arms (BBB) with the tabs on the motor (CCC).
- □ Tighten the two blade arm screws and lock washers (HH) already installed in the blade arms (H).
- □ Repeat this procedure for the remaining blade arms (H).



Assembly — Installing the Light Kit

11 Attaching the light kit to the switch housing cover

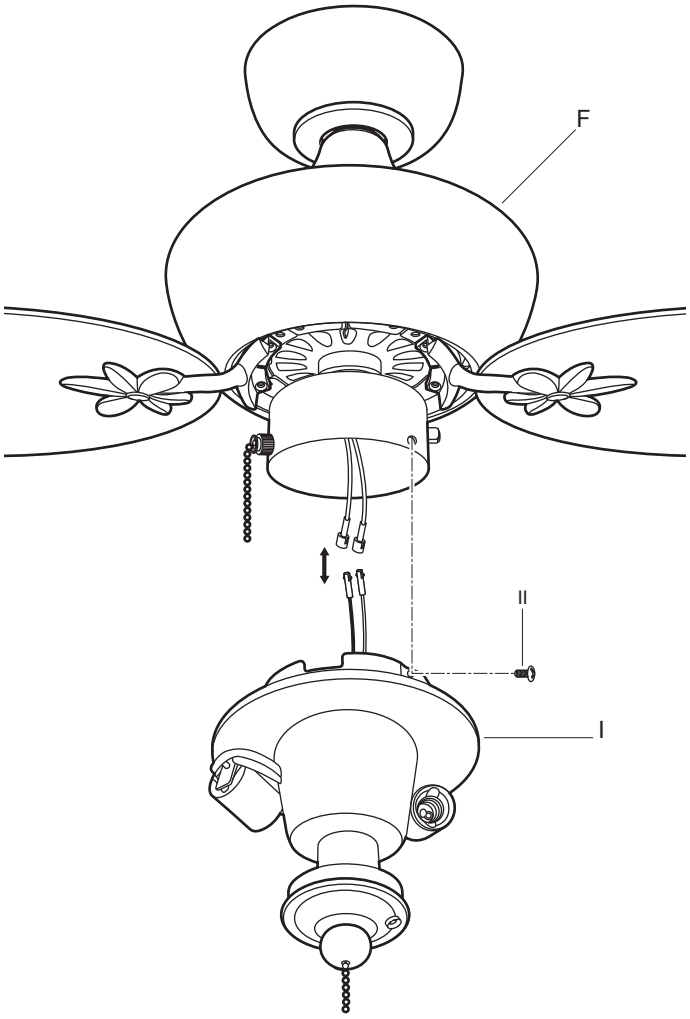
- □ Remove the switch housing cover (QQ) from the switch housing. Remove and discard the center plug from the switch housing cover (QQ).
- □ Attach the light kit (I) to the switch housing cover (QQ) by feeding the light kit wires (black and white) through the hole of switch housing cover (QQ) and then screw it onto the switch housing cover (QQ) using the nut (JJ) and lock washer (KK).
- □ Be sure it is tight enough to prevent the light kit (I) from vibrating loose.



12 Attaching the light kit to the switch housing

CAUTION: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at the fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

- □ While holding the light kit (I) under your fan motor assembly (F), locate two single white and blue wires in the switch housing labeled "FOR LIGHT". Make the polarized plug connections:
  - White to white
  - Blue to black
- □ Carefully push all wires back into the switch housing. Install the light kit assembly (I) onto the switch housing with the three light kit mounting screws (II) provided. Be sure to tighten all screws.

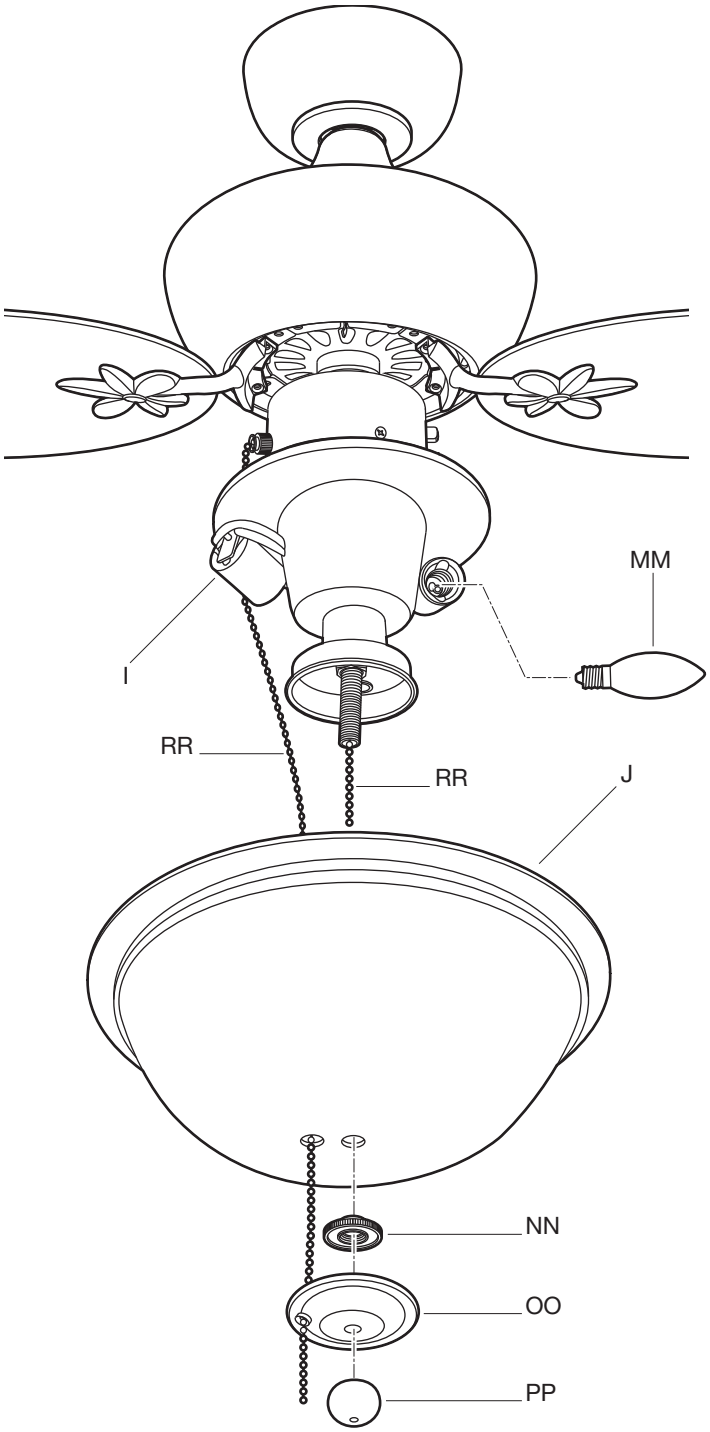


Assembly — Installing the Light Kit (continued)

13 Installing the light bulb and glass shade

CAUTION: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at the fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

- □ Install two 60W candelabra bulbs (MM) (included).
- □ Place the glass shade (J) over the light kit (I) stem and secure with the metal nut (NN) (rubber side on the top). Do not overtighten.
- □ Insert the two pull chains (RR) through the eyelets in the glass shade (J) and glass cap (OO). Secure the glass cap (OO) and decorative nut (PP) provided. Do not overtighten.



Operation

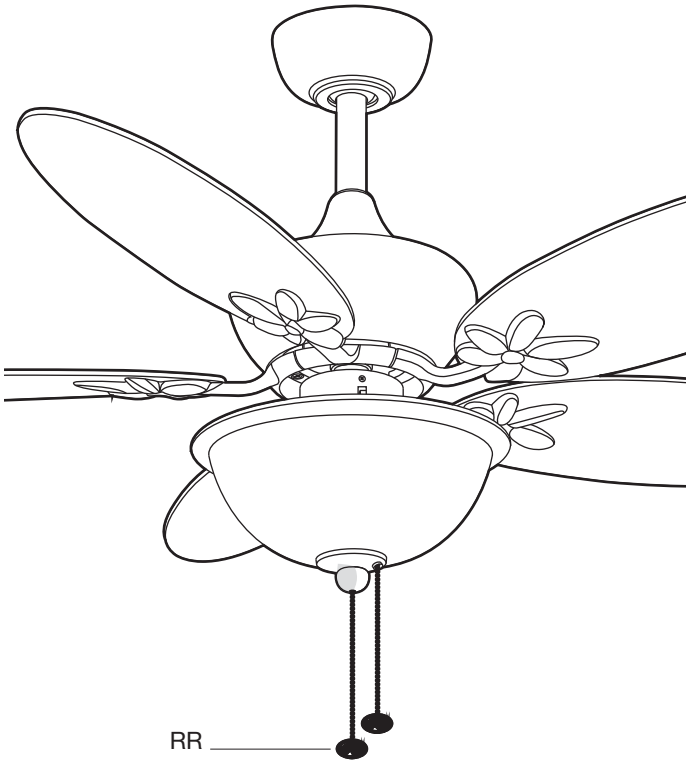
PULL CHAIN OPERATING INSTRUCTIONS

Install two pull chains and fobs (RR) onto the pull chains located in the switch housing and light kit (I). Turn on the power and check the operation of the fan.

The pull chain controls the fan speed as follows:
1 pull - High, 2 pulls - Medium, 3 pulls - Low and 4 pulls - Off.

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

To turn the light kit On or Off, pull the chain that is attached to the light kit (I).



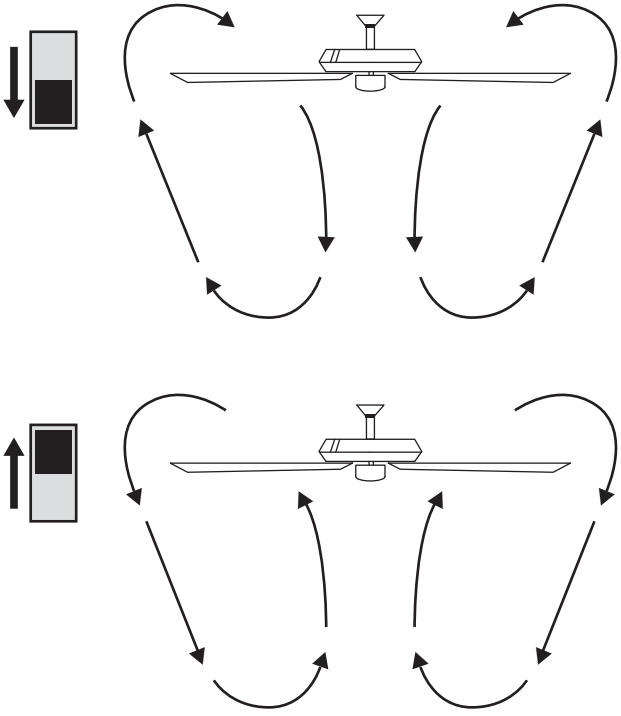
REVERSE SWITCH OPERATING INSTRUCTIONS

The reverse switch is located on the surface of the switch housing. This switch controls directions: forward (switch down) or reverse (switch up).

NOTE: Wait for the fan to stop before reversing the direction of the blade rotation.

Warm weather - (Counterclockwise Direction) A downward air flow creates a cooling effect. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Clockwise Direction) An upward air flow moves warm air off the ceiling. This allows you to set your heating unit on a cooler setting without affecting your comfort.



Care and Cleaning

Do

- □ Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- □ Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- □ (Optional) Apply a light coat of furniture polish to the wood blades.
- □ (Optional) Cover small scratches with a light application of shoe polish.

Do not

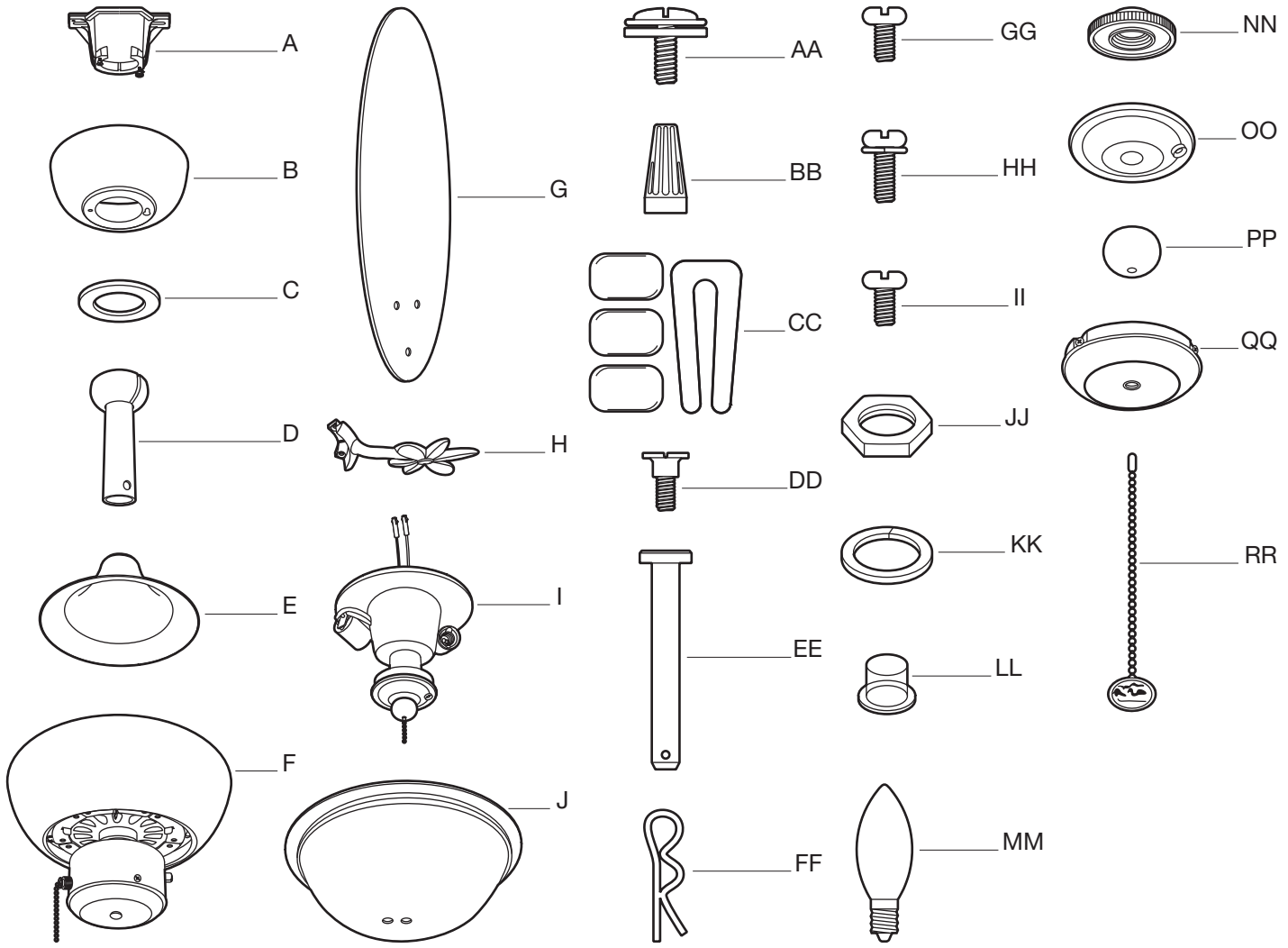
- □ Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- □ Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

Troubleshooting

WARNING: Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 6 “Making the electrical connections” on page 10.

Problem	Solution
The fan will not start.	□ Check the main and branch circuit fuses or breakers.
	□ Check the line wire connections to the fan and switch wire connections in the switch housing.
The fan sounds noisy.	□ Make sure all motor housing screws are snug.
	□ Make sure the screws that attach the fan blade arm to the motor hub are tight.
	□ Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing.
	□ Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.
	□ If using the ceiling light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.
	□ Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
	□ Make sure your ceiling box is secure and rubber isolator pads are used between the mounting bracket and outlet box.
The lights shut off and will not come back on.	□ This unit is equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and relamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.
The fan wobbles.	□ Check that all blade and blade arm screws are secure.
	□ Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8 inch. Run the fan for ten minutes.
	□ Use the enclosed blade balancing kit if the blade wobble is still noticeable.

Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy
C	Canopy bottom cover (preassembled)
D	Hanger ball/downrod assembly
E	Coupling cover
F	Fan motor assembly
G	5 blades
H	5 blade arms
I	Light kit
J	Glass shade
AA	Blade attachment screw and fiber washer
BB	Plastic wire nut
CC	Balance kit
DD	Mounting bracket screw (preassembled)

Part	Description
EE	Clevis pin (preassembled)
FF	Cotter pin (preassembled)
GG	Collar setscrew (preassembled)
HH	Blade arm screw and lock washer (preassembled)
II	Light kit mounting screw (preassembled)
JJ	Nut (preassembled)
KK	Lock washer (preassembled)
LL	Plastic plug (preassembled)
MM	60 watt candelabra bulb
NN	Metal nut (preassembled)
OO	Glass cap (preassembled)
PP	Decorative nut (preassembled)
QQ	Switch housing cover (preassembled)
RR	Pull chain and fob

Questions, problems, missing parts? Before returning to the store,
call Hampton Bay Customer Service
8 a.m. - 6 p.m., EST, Monday-Friday

1-877-527-0313

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Retain this manual for future use.

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